



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
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Associate Management Auditor

Monthly Salary: \$4,833 - \$5,874

One Permanent Full-Time Position

Location: Downtown Sacramento

Position Number: 443-600-4159-811

Refer to Job ID#10-ADM-FCU

Final Filing Date: August 31, 2010

PENDING BUDGET APPROVAL

General Statement of Duties:

Under general direction from the Staff Services Manager I, Federal Compliance and Audits Unit, the incumbent serves as the Board's Audit Coordinator, Federal Coordinator, and Federal Compliance Officer. Develops and implements annual audit program for the administrative vendor of Pre-Existing Conditions Insurance Plan (PCIP); ensures program compliance with federal policies, procedures, and practices; prepares factual reports for Executive Staff with recommendations based on studies and surveys; prepares manuals of audit procedures and provides guidance and direction to Board staff and contractors; researches legislation pertaining to federal compliance matters and revises procedures to conform; interviews and consults with department management and officers of other departments. Typical tasks of this position include assisting with preparation of Federal Quarterly Reports, reviewing organizational operations and internal/management controls, and reviewing organizational policies and procedures related to audits and Federal Compliance.

Essential Qualifications:

- * Strong knowledge of and ability to apply State and Federal accounting principles and practices.
- * Excellent verbal and written communication skills.
- * Ability to analyze situations and take effective action using initiative, resourcefulness and good judgment.
- * Possess strong computer skills in MS Excel, Word, Access, and Outlook.

Other Expectations:

- * Ability to multi-task and meet tight deadlines.
- * Demonstrate a commitment to perform duties in a service-oriented manner.
- * Demonstrate the ability to work independently or as a member of a team.
- * Maintain good work habits and adheres to all policies and procedures.
- * Demonstrate a commitment to maintain a work environment free from discrimination and sexual harassment.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the classification. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.jobs.ca.gov). In the Explanation Section of the application enter Job ID# 10-ADM-FCU and Position # 443-600-4159-811 and the basis for appointment eligibility. For list candidates, attach your examination results. **Send to:**

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Robin Conover – Personnel**

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: August 31, 2010.

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.